

# Quotation Request //

## US Government Publishing Office

MidAtlantic Region  
infomidatlantic@gpo.gov  
Washington DC 20401-0000

**JACKET:718-991**

**Quotations are Due By:**  
**(Eastern Time)12:30 PM on 06/12/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Hitchcock Banners (16) 1087034260

**QUANTITY:** 16 outdoor banners. 1 each of 16 files

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>) Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported to the MidAtlantic GPO prior to bid opening time at 202.679.3838.

This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub.310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

**TRIM SIZE:** 36 x 60"

### **SCHEDULE:**

Furnished Material will be available for pickup by 06/13/2023

Deliver complete (to arrive at destination) by 06/30/2023

F.O.B. destination

Delivery a MUST for scheduled events at multiple schools

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

**PRINTING:** Banner prints in full, digital or 4-color process with bleeds, on 15 scrim vinyl. Copy consists of type, rules, solids, reverses, and logo. Banner to be fade resistant - must use UV inks suitable for sunlight exposure and must have permanent bond with material. Reproduction via digital ink jet or full color digital continuous tone photographic process is acceptable. If the production method chosen does not utilize UV ink, the banners must be flood coated with gloss UV. Banners are for OUTDOOR use. Make 16 banners (one each of 16 files).

**CONSTRUCTION:** Double locked stitching on all four sides, hemmed, or heat sealed. Insert metal grommets, minimum 3/8 to 1/2" inside diameter, on top, 3 on the bottom, and one on each side spaced equally on each dimension as determined by contractor to prevent sagging. Grommets must not interfere with text.

**MATERIAL FURNISHED:** Contractor to receive. Link to voluminous PDF files in DoD SAFE will be provided to the winning contractor

### **COLOR OF INK:**

CMYK (Digital OK)

**PRINT PAGE:** One Side Only

**MARGINS:** Adequate Gripper.

**PROOFS:**

NONE

**PACKING:**

Suitable Pack Suitable per shipping container.

**DISTRIBUTION:**

Deliver NLT 06/30/22 to:

SFC Chris Hitchcock

RRNCO

22nd Recruiting & Retention BN

165 Puent Drive

Dothan, AL 36301

334-590-5731

Contractor must notify the ordering agency and GPO via e-mail sent to Christopher.kynard.mil@army.mil AND bcanzanella@gpo.gov on the same day that the product ships. The subject line of this message shall be: Distribution Notice for Jacket 718-991. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

**ATTRIBUTE**

**SPECIFIED STANDARD**

P-7. Type Quality and Uniformity

Average Type Dimension in Publication

P-10. Process Color Match

Electronic Media

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination

of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov)

**MODS:** If any additional costs are incurred during the production of this job due to Government action (i.e. Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

**Attachment(s):** NONE